

**GUIDELINES
ON
PRODUCTIVITY ENHANCEMENT
VOUCHER SCHEME**

Guidelines on Productivity Enhancement Voucher Scheme

1. OBJECTIVE

The Productivity Enhancement Voucher Scheme (PEV) is to support Singapore-registered businesses to engage Knowledge Institutes (KIs) or external consultants to develop practical ideas to improve productivity. The KIs or external consultants can conduct technical feasibility studies, develop efficient work processes or conduct training courses. This will help to identify productivity gaps and improve work processes so as to achieve greater productivity gains for businesses.

2. ELIGIBILITY CRITERIA

To be eligible, a business must satisfy the following conditions:

- (a) All Singapore-registered business enterprises.
- (b) Project should involve engaging an external expert to innovate or improvement in products, processes and applicants and lead to significant contribution in productivity.
- (c) If the external expert is not from the KIs, the funding support shall be 50% of the qualifying cost or S\$20,000 whichever is lower.
- (d) Project should develop new capabilities within the company and/or industry.

3. FORM OF ASSISTANCE

The PEV funds will provide assistance through grants to cover the cost of KIs or external consultants up to S\$20,000 per project. The Knowledge Institutions are: BCA Academy, HDB – Building Research Institute, Singapore Polytechnics – Centre for Applications in Environmental Technology and other institutes approved by BCA. As government grants are not meant to offset the tax liability of companies, **GST is not a supportable cost.**

4. QUALIFYING PERIOD

Project must **not** have commenced at the time of application and the project duration should preferably keep within 2 years.

5. CLAIMS AND DISBURSEMENTS

(a) Disbursement of fund is always made on a reimbursement basis i.e. the company can only be reimbursed for expenses that have actually been incurred.

(b) Applicant will make a claim (i.e. no progress claim) within 6 months from the completion of the project.

6. TRACKING OF PROJECTS

Progress Reports are to be submitted by the company on a quarterly basis. A final report is needed.

7. PROJECT COMPLETION

Companies should submit the following within 6 months from the completion/termination of the project:

(a) Final report;

(b) Payment receipts;

(c) Statement on the final claim.

8. HOW TO APPLY

Applicants are advised to discuss the proposed project with BCA Officer prior to making a formal application.

Formal applications must be made on prescribed application forms and sent to “The Fund Administrator, Productivity Enhancement Voucher Scheme”, Attention Ms Ng Geok Kuan

Building and Construction  Authority

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